



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

February 13, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Defense Acquisition University Board of Visitors Charter Renewal

The Office of the Under Secretary of Defense for Acquisition, Technology and Logistics has requested the charter for the Defense Acquisition University Board of Visitors be renewed (Attached).

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, has carefully reviewed the Under Secretary's request, and has determined that renewing this discretionary committee's charter is in the best interest of the Department of Defense and the American public.

The Department of Defense has further determined that this discretionary advisory committee is essential to DoD's mission, and that no other DoD or Executive Branch advisory committee can meet these needs. The Board, through its membership, continues to provide independent advice to the Department of Defense and the President of Defense Acquisition University.

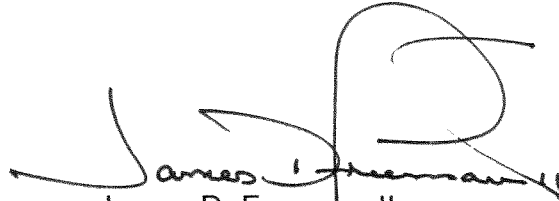
The board's membership is determined by the Department of Defense, Individuals, appointed by the Secretary of Defense, who are not full-time employees shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board members shall be appointed on an annual basis by the Secretary of Defense, and shall with the exception of travel and per diem for official travel, serve without compensation.

The committee is authorized to establish subcommittees, and the committee, to include any subcommittees, will operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management

Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-2554, extension 128.

A handwritten signature in black ink, appearing to read "James D. Freeman II". The signature is stylized with a large, looped "D" and a long horizontal stroke at the end.

James D. Freeman II
Deputy Committee Management
Officer for the Department of Defense

2 Attachments
As stated

TAB 1



DEPARTMENT OF DEFENSE

DEFENSE ACQUISITION UNIVERSITY
OFFICE OF THE PRESIDENT
9820 BELVOIR ROAD
FORT BELVOIR, VA 22060-5565

ACTION MEMO

January 23, 2008, 10:00 A.M.

FOR: DIRECTOR, ADMINISTRATION AND MANAGEMENT

FROM: *Frank J. Anderson, Jr.*
Frank J. Anderson, Jr., President, Defense Acquisition University

SUBJECT: Renewal of the Defense Acquisition University Board of Visitors
Charter

- Section 1746 of Title 10, United States Code, requires the establishment of a Defense Acquisition University (DAU) structure. Among the University components specified by the statute is a Board of Visitors (BoV) to be "composed of persons selected for their preeminence in the fields of academia, business, and the defense industry," whose duties are "to advise on organization management, curricula, methods of instruction, facilities, and other matters of interest to the University." The DAU BoV is a Department of Defense Federal Advisory Committee chartered to advise the Under Secretary of Defense for Acquisition, Technology and Logistics, Deputy Under Secretary of Defense for Acquisition and Technology, and President, DAU.
- In order to comply with the requirements of Section 14(b)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), the DAU BoV Charter must be renewed every two years. This memorandum transmits our proposed renewal of the DAU BoV Charter, and requests that it be approved and filed with the appropriate organizations as required. The DAU BoV was previously chartered on February 17, 2006.

RECOMMENDATION: Approve the DAU BoV Charter at Tab A by initialing:
Approve _____ Disapprove _____

COORDINATION: None

Attachment:
As stated

Prepared by: Kelley Berta, DUSD(A&T)-DAU, 703-805-5412

CHARTER
DEFENSE ACQUISITION UNIVERSITY BOARD OF VISITORS

A. Official Designation: The Committee shall be known as the Defense Acquisition University Board of Visitors (hereafter referred to as the Board).

B. Objectives and Scope of Activities: The Board, under the provisions of Public Law 101-510, and the Federal Advisory Committee Act of 1972, (5 U.S.C., Appendix as amended), shall provide the Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)), the Deputy Assistant Secretary of Defense for Acquisition and Technology (DUSD(A&T)), and the President, Defense Acquisition University (DAU), independent advice and recommendations on organization management, curricula, methods of instruction, facilities and other matters of interest to DAU. USD(AT&L) or designated representative may act upon the Board's advice and recommendations.

C. Board Membership: The Board shall be composed of not more than 16 members, who are eminent authorities in academia, business, and the defense industry. Board members appointed by the Secretary of Defense, who are not federal officers or employees, shall serve as special government employees under the authority of 5 U.S.C. § 3109. Board members shall be appointed on an annual basis by the Secretary of Defense, and shall, with the exception of travel and per diem for official travel, serve without compensation. USD(AT&L) or designated representative shall select the Board's Chairperson from the total Board membership, and this individual shall serve at the discretion of USD(AT&L) or designated representative. In addition, USD(AT&L) or designated representative may invite other distinguished government officers to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is three per year.

The Designated Federal Officer shall be a full-time or permanent part-time Department of Defense (DoD) employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion.

Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any federal officers or employees who are not Board members.

E. Duration of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

F. Agency Support: DoD, through USD(AT&L), DUSD(A&T), and the President of DAU, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix.

G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.

H. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board is \$40,000.00. The estimated personnel cost to DoD is 0.6 full-time equivalents.

I. Recordkeeping: The records of the Board and its subcommittees shall be handled according to Section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

J. Charter Filed: February 17, 2008

Defense Acquisition University Board of Visitors

The mission of the Defense Acquisition University (DAU) is to provide practitioner training, career management, and services to enable the Acquisition, Technology and Logistics community to make smart business decisions and deliver timely and affordable capabilities to the warfighter. The DAU Board of Visitors (BoV), under the provisions of Public Law 101-510, and the Federal Advisory Committee Act of 1972, (5 U.S.C., Appendix as amended), provides the Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology & Logistics and the President, DAU, independent advice and recommendations on organization management, curricula, methods of instruction, facilities and other matters of interest to the university.

The DAU BoV is accomplishing its mission to provide advice and recommendations to the university and that advice has proven over time to be sound and very effective. The Final Report of the Process Action Team on Acquisition Education and Training Structure and Process, authored by the board, laid the foundation for DAU's transformation efforts such as the performance learning model, e-learning initiatives, performance support beyond the classroom, and improved business operations. The report offered a number of recommendations for improving the quality and cost effective delivery of the acquisition education and training process in the department. Having heeded this advice, DAU is now nationally recognized as a best-in-class corporate university in serving the DoD AT&L community. A lengthy list of awards received since 2002, to include several Corporate University Best In Class (CUBIC) awards and the recent Computerworld 21st Century Achievement for innovative business practices in the Education and Academia category, can be in part attributed to the efforts of the BoV. There is no clearer indicator that the board is accomplishing its mission in providing advice and insight to the university – without it DAU would not be delivering the world-class training, performance support, continuous learning, and knowledge sharing assets DoD AT&L practitioners have come to rely upon for learning at the point of need.

Board members are selected for their preeminence in academia, business, and industry. Several members are retired flag officers with career-long experience in various facets of defense acquisition, technology, and logistics. The Board meets three times per year. Following are examples of topics DAU addresses at BoV meetings. The board provides insight, advice, and recommendations on such matters.

- Strategic planning for the university, as aligned with the goals of the President's Management Agenda, the Secretary of Defense, the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L))
- Curricula development, revisions, and updates

- Certification requirements for the Defense Acquisition Workforce Improvement Act (DAWIA) workforce
- Initiatives within DoD that impact the learning assets DAU provides the workforce and how DAU is responding to meet the needs of those supporting the warfighter
- Fiscal responsibility
- Business practices and university operations
- Organizational performance assessments

The BoV helps provide direction for the university in incorporating best practices from other government agencies, industry, or academia. At each meeting, a board member provides a briefing on a timely topic which will impact DAU operations or the learning assets DAU offers AT&L workforce members. Two recent and specific examples follow:

- Mr. David J. Berteau, Director, Clark and Weinstock, and former Principal Deputy Assistant Secretary of Defense for Production and Logistics, served on the Commission on Army Acquisition and Program Management in Expeditionary Operations. When the commission completed its report, “Urgent Reform Required: Army Expeditionary Contracting,” in October 2007, Mr. Berteau provided the board an overview of not only the recommendations within the report, but more importantly, the impact those recommendations, when implemented, will have on the learning assets DAU currently provides to the workforce. This invaluable insight will be considered in DAU strategic and operational planning.
- Mr. Curtis Gray, Vice President of Human Resources at BAE Systems, shared with the board insight on the application of industry best practices in talent management, emphasizing the importance of aligning talent management to strategic planning. Mr. Gray has also provided the DAU president advice on the topic in subsequent meetings to assist the university in meeting the training-related needs in managing human capital (career management is one of the key elements of DAU’s mission). Many of the Under Secretary’s strategic goals focus on people – from workforce analysis to executive coaching to increasing funding in support of training and human capital initiatives. This insight has also been especially valuable in the conversion to the National Security Personnel System throughout the DAU enterprise and the development of the AT&L Human Capital Strategic Plan.

Subsequent to each BoV meeting, the Chair submits a report directly to the Under Secretary of Defense for Acquisition, Technology and Logistics which serves as an independent assessment of DAU’s effectiveness and relays the board’s recommendations for DAU operations. One recent example of the recommendations in the report to the

Under Secretary is the board's desire for confirmation of certification of ACAT I program managers. Training and qualification are critical to the success of all program managers and their respective programs; a certification program ensures the PM meets all requirements. DAU has established processes with the Services and agencies for collection of this data and improved data management in this area. A second example is the need for competency requirements and a training certification program for DoD personnel who are responsible for generating requirements for major defense acquisition programs. DAU is developing a curriculum with capabilities-based planning at its foundation to fulfill these needs.

Board membership consists of a mix of individuals representing defense industry, academia and small business, and the resulting synergy affords DAU invaluable perspectives and directly affects how DAU supports those who support the warfighter. BoV members who have fulfilled careers in uniform are well-versed in the importance of sound acquisition practices in the Defense Department; their post-military experience sheds light on how DAU can maximize the value of its learning assets by training the 126,000 members of the AT&L workforce to work with defense industry and small business alike in the best interests of the warfighter. Ad hoc working groups tackle specific issues such as organization and leadership, finance, strategy formulation, and technology-based training.

Title 10, United States Code 1746 established DAU in 1992 and calls for a board of visitors to advise the university and make recommendations to the Under Secretary. Historically the board has served DAU well, but its contributions since FY01 have proved to be invaluable in support of DAU's mission and transformation to a best-in-class corporate university serving 126,000 members of the DAWIA workforce. As the global war on terrorism continues to demand more and better training for the Department, DAU values and relies increasingly on the board's wisdom each year. Without the insight, structured guidance, and advice provided by the board, AT&L workforce members – who spend \$270 billion per year on major weapon systems, services, and supplies – will not receive the very best training available to support and protect the warfighter.

TAB 2

CHARTER DEFENSE ACQUISITION UNIVERSITY BOARD OF VISITORS

- A. Official Designation: The Committee shall be known as the Defense Acquisition University Board of Visitors (hereafter referred to as the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology & Logistics) and the President, Defense Acquisition University, independent advice and recommendations on organization management, curricula, methods of instruction, facilities and other matters of interest to the Defense Acquisition University. The Under Secretary of Defense (Acquisition, Technology & Logistics) or designated representative may act upon the Board's advice and recommendations.
- C. Board Membership: The Board shall be composed of not more than 16 members, who are eminent authorities in academia, business, and the defense industry. Board Members appointed by the Secretary of Defense, who are not federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109.

Board Members shall be appointed on an annual basis by the Secretary of Defense, and shall, with the exception of travel and per diem for official travel, serve without compensation. The Under Secretary of Defense (Acquisition, Technology & Logistics) or designated representative shall select the Board's Chairperson from the total Board Membership, and this individual shall serve at the discretion of the Under Secretary of Defense (Acquisition, Technology & Logistics) or designated representative.

In addition, the Under Secretary of Defense (Acquisition, Technology & Logistics) or designated representative may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

- D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is three per year.

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- F. Agency Support: The Department of Defense, through the Under Secretary of Defense (Acquisition, Technology & Logistics) and the President of the Defense Acquisition University, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended.
- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date of this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
- H. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board is \$40,000.00. The estimated personnel cost to the Department of Defense is 0.6 full-time equivalents (FTEs).
- I. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
- J. Charter Filed: